

EFIS Users' Group Roundtable

October 1, 2004

1:30 pm

Governor Office Building

Conference Room #316 - 3rd Floor





Agenda

- **Annual Reports**
 - **Soliciting suggestions for improving the Annual Report Process**
- **Commission Agenda Minutes**
- **Docket Sheet**
- **Staff Recommendations**
- **Tips on Submitting Tariffs in EFIS**
- **Tracking Number – New Message**
- **Open Discussion – Sharing Knowledge**



Annual Reports

- **Suggestions for improving the Annual Reporting Process**

Feedback / Comments may be directed to:

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or

Suzie Mankin (573) 751-7346

suzie.mankin@psc.mo.gov



Commission Agenda Minutes

- **Agenda Minutes will be available for external viewing in EFIS on October 6, 2004**
- **Minutes will be posted from July 1, 2004 forward**

See Attachment #1



Docket Sheet

- **Print from Browser Window**
- **New SaveAs feature**
 - Output will be in Word format
 - Document may be reformatted in Word
- **These enhancements will be available in the production environment on Monday, October 4, 2004**

See Attachment #2



Staff Recommendations

- **Staff Recommendations associated with non-case related tariffs will be displayed in EFIS**

See Attachment #3



Tariff Submissions

- **Tips on Submitting Tariffs in EFIS**

See Attachment #4

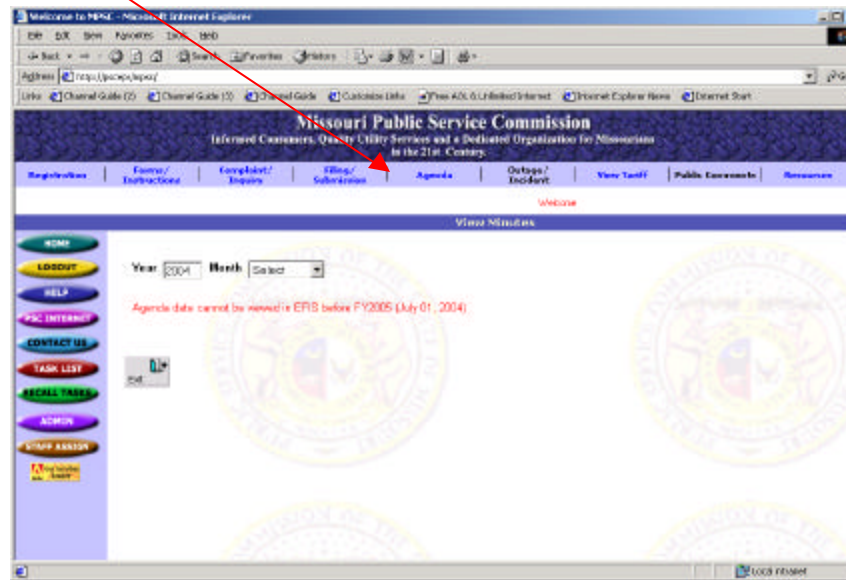
Notifications

- **Tracking Number – New Message**

Open Discussion

Commission Agenda Minutes

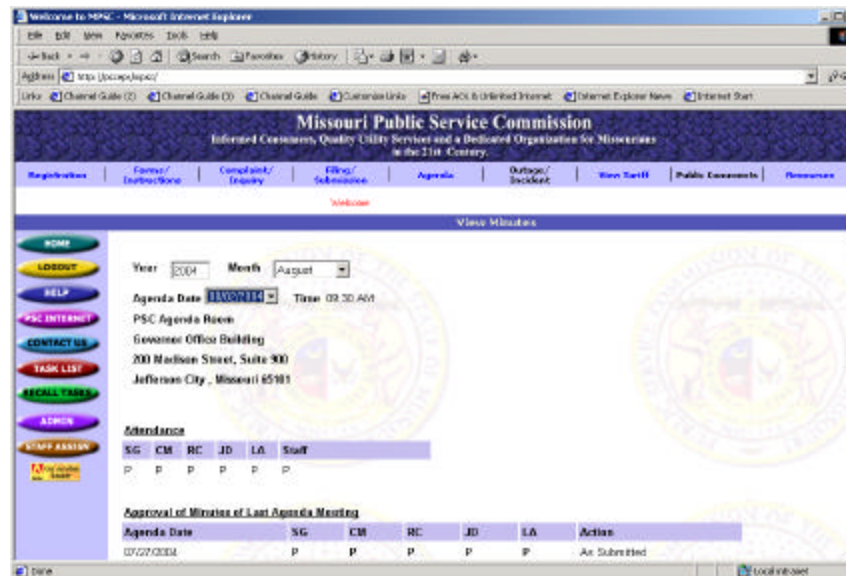
To view Agenda minutes, click on **AGENDA** then select **MONTH** from the drop down list



You will be prompted for a specific **AGENDA DATE**

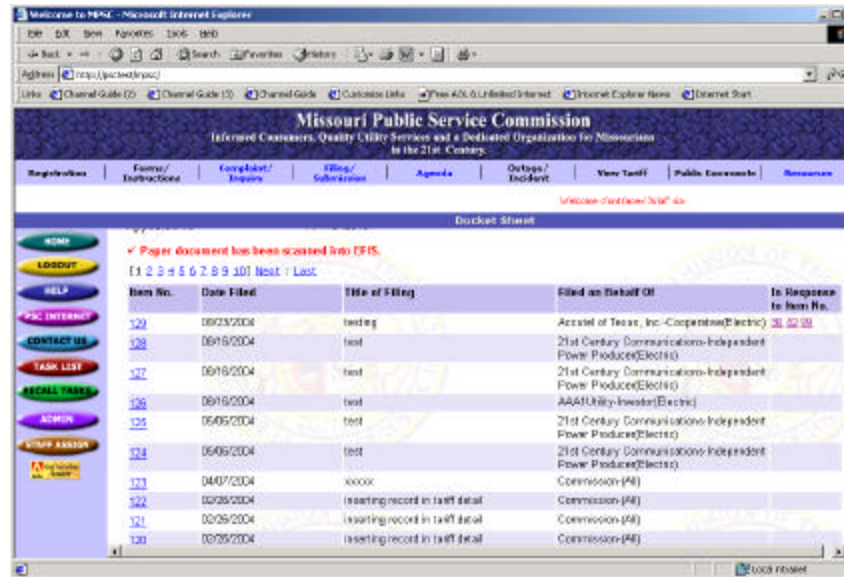


The minutes will be displayed as shown in the example listed below:



Docket Sheet

Will now be displayed in Descending Order



Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missouri
in the 21st Century.

Registration | Filings / Submissions | Complaints / Disputes | Filings / Submissions | Agenda | Outages / Incidents | View Tariffs | Public Comments | Resources

Unlocked - Read Now / Save As

Docket Sheet

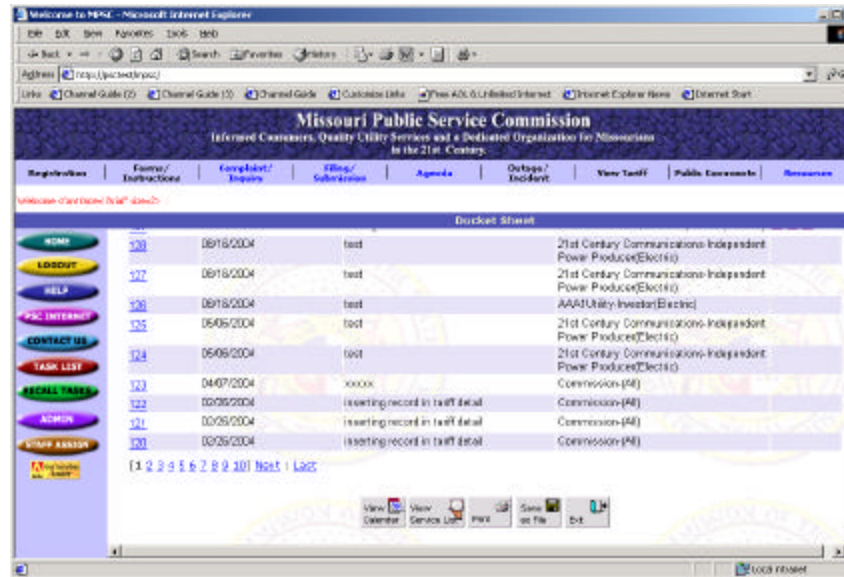
✓ Paper document has been scanned into PDF.

[1 2 3 4 5 6 7 8 9 10] Next / Last

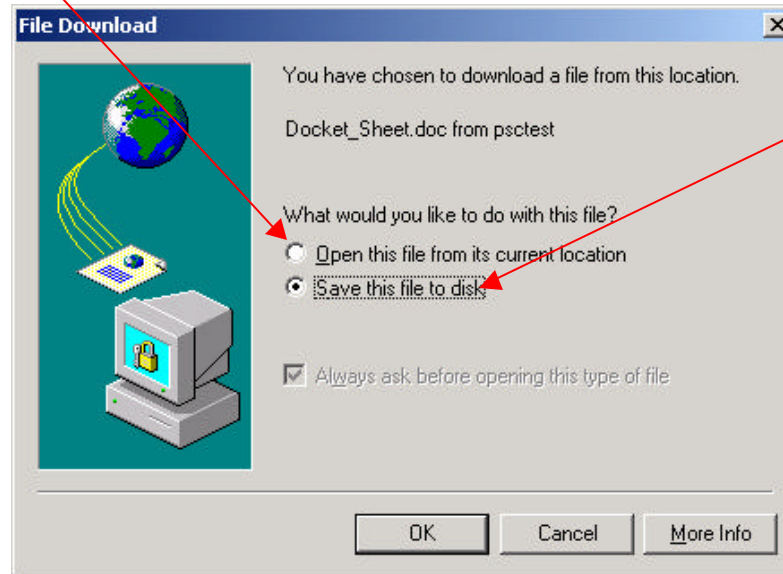
Item No.	Date Filed	Title of Filing	Filed on behalf of	In Response to Item No.
129	09/23/2004	testing	Accretel of Texas, Inc.-Cooperatives(Electric)	31, 32, 33
128	09/16/2004	test	21st Century Communications-Independent Power Producer(Electric)	
127	09/16/2004	test	21st Century Communications-Independent Power Producer(Electric)	
126	09/16/2004	test	AAAUtility-Investor(Electric)	
125	06/05/2004	test	21st Century Communications-Independent Power Producer(Electric)	
124	06/05/2004	test	21st Century Communications-Independent Power Producer(Electric)	
123	04/07/2004	xxxxx	Commission (All)	
122	02/26/2004	inserting record in tariff detail	Commission (All)	
121	02/26/2004	inserting record in tariff detail	Commission (All)	
120	02/26/2004	inserting record in tariff detail	Commission (All)	

Local Intranet

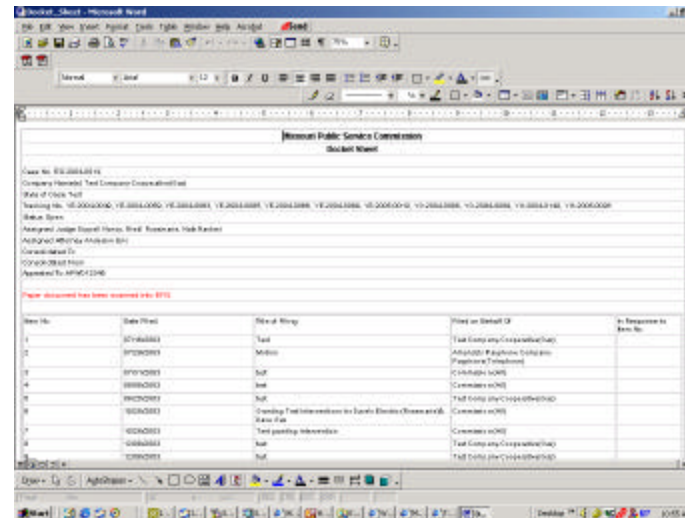
At the bottom of the screen we have added a **“SaveAs”** button. The docket sheet will save as a Word document.



When you open from its current location you have the options of saving in Word, Web or Rich Text Formats. If you choose to Save to disk, your Docket Sheet will be saved as a Word document.



Depending on your computer preferences, you may or may not display gridlines on the screen shot.



Item No.	Date Filed	Name of Study	Filed on Default?	In Response to Item No.
1	07/04/2011	Test Company (Company Name)	Test Company (Company Name)	
2	07/04/2011	Medical	Medical (Medical)	
3	07/04/2011	Test	Test (Test)	
4	07/04/2011	Test	Test (Test)	
5	07/04/2011	Test	Test (Test)	
6	07/04/2011	Company Test Information for Legal Services (Company Name)	Company Test Information for Legal Services (Company Name)	
7	07/04/2011	Test Company (Company Name)	Test Company (Company Name)	
8	07/04/2011	Test Company (Company Name)	Test Company (Company Name)	

Staff Recommendations

Non-case related Staff Recommendations can be viewed in EFIS (Public Versions)

The screenshot shows the Missouri Public Service Commission website in a Microsoft Internet Explorer browser. The main page displays a 'Tariff Submission Result' for tracking number JE-2004-0104. A yellow callout box highlights a link to a document list, stating: 'Link will be activated for external viewing of Staff Recommendations (public versions).' The document list shows two attachments: 'a tariff test original.txt' and 'staff rec.doc', both from Electric Company-Cooperative(Electric).

Tracking No.	Case No.	Date Filed/ Type of Submission	Company Name	PSC MO No.	Purpose of Filing / Submission Detail	Tariff Effective Date	Status
JE-2004-0104		04/15/2004 New Tariff	Electric Company-Cooperative(Electric)	17	Purpose: This is submitted to test the functionality of the system - in Phase II	04/23/2004	Pending

Type of Submission	Attachments	Company Name
New Tariff	a tariff test original.txt	Electric Company-Cooperative(Electric)
Staff Recommendation	staff rec.doc	Electric Company-Cooperative(Electric)

The link for Highly Confidential and/or /Proprietary Staff Recommendations will not be activated for External Users.

Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians in the 21st Century.

Registration | Forms / Instructions | Complaint / Inquiry | Filing / Submission | Agenda | Damage / Incident | View Tariff | Public Comments | Resources

Tariff Submission Result

Tracking No.	Case No.	Date Filed/ Type of Submission	Company Name	PSC MO No.	Purpose of Filing / Submission Detail	Tariff Effective Date	Status
JG-2004-0200	GU-2004-0054	05/12/2004 New Tariff	Test Company-Cooperative(Gas)	61	Purpose: testing notification...submitting w/out case #	05/21/2004	Approved
	GU-2004-0054	05/12/2004 Withdraw	Test Company-Cooperative(Gas)	61	Purpose: test Detail: Pending tariff sheet(s)	05/21/2004	Withdrawn

Tariff Documents List - Micro

Document(s) list for tariff :

Type of Submission	Attachments	Company Name
New Tariff	test document.doc	Test Company-Cooperative(Gas)
Staff Recommendation	staff rec.doc	Test Company-Cooperative(Gas)

The link for Highly Confidential / Proprietary Staff Recommendations will NOT be activated for External Users.

TARIFF SUBMISSION

At the time you file a new case related to a tariff you do not yet have your tariff number. The linking will take place when you actually submit your tariff by cross-referencing the case number to the tariff on the Tariff submission screen.

The screenshot shows the Missouri Public Service Commission's Tariff Submission screen. The page has a blue header with the commission's name and a navigation bar with links like 'Registration', 'Rates / Tariffs', 'Complaints / Grievances', 'Filings / Submissions', 'Agenda', 'Utilities / Incidents', 'New Tariff', 'Public Comments', and 'Resources'. The main content area is titled 'Submit New Tariff' and contains several required fields: 'Utility Type' (a dropdown menu), 'Company Name' (a text field), 'PSC ID No.' (a text field), 'Does this submission relate to an existing case? if yes, enter Case No.' (a text field), 'Tariff Title' (a text field), 'Date for Consideration Authority' (a text field), and 'Purpose of Filing' (a text field). A red arrow points to the 'Related Case No.' field, which is currently empty.

When you click on Submit for a Tariff submission, you will be asked the following question:

The dialog box is titled 'Microsoft Internet Explorer' and contains a question mark icon. The text inside reads: 'You have NOT entered a related Case No. Press CANCEL to enter a related Case No. or press OK to continue without Case No.' There are two buttons at the bottom: 'OK' and 'Cancel'.

You have NOT entered a related Case Number. If this tariff submission is related to a case, enter the Case Number to link the tariff and case. If **NOT** related, press OK to continue without Case Number.

CASE FILING

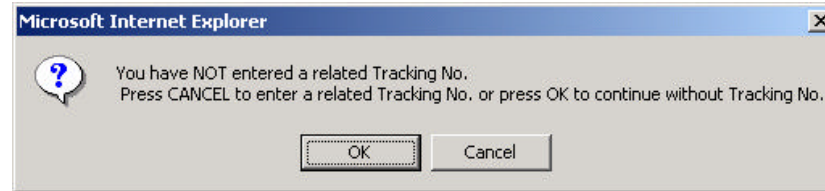
At the time you file a new case related to a tariff you do not yet have your tariff number. The linking will take place when you actually submit your tariff by cross-referencing the case number to the tariff on the Tariff submission screen.

If you have already submitted your case related tariff **erroneously** and received a “J” (JX-2004-0000) tracking number instead of a “Y” (YX-2004-0000) tracking number, you may still cross-reference the tariff to the case by entering the “Related Information Tracking No.” on the Case Filing Screen.

The screenshot shows the 'Missouri Public Service Commission' website with the 'Case Filing' section active. The page includes a navigation menu on the left with links like HOME, LOGIN, HELP, and a 'Case Filing' section. The main content area is titled 'Case Filing' and contains several fields for user input. A red arrow points from the word 'erroneously' in the text above to the 'Related Information Tracking No.' field, which is currently empty. The fields include:

- Required Fields:**
 - Utility Type: Electric
 - Type of Filing: JX-2004-0000
 - Type of Case: Tariff - Formal
 - Filing on Behalf of: A & G Commercial Trading, Inc. (AGC)
- Related Information Tracking No.:** [Empty field]
- Selected Tracking No.:** [Empty field]
- If type of case is CLSC application complete the following 2 fields:**
 - Service Area: [Empty field]
 - Type of Service Offered: Residential, Business, Prepaid

When you click on Submit for a Case Filing, you will be asked the following question:



If your filing is related to a pending Tariff (Complaint/Inquiry, Small Rate Case, etc), please press CANCEL to enter a related Tariff Tracking Number, i.e., (JX-2004-0000 or YX-2004-0000). If **NOT** related, press OK to continue without entering a Tracking Number.